



# License Agent News



California Department of Fish and Game

August 2009

## LICENSE AND REVENUE BRANCH

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## LICENSE AGENT ORDER DESK

(916) 928-7691  
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## INFORMATION

### Agent Accounts & Sales Reporting Compliance Unit

(916) 928-5978  
(916) 928-5979  
(916) 928-5980  
agent@dfg.ca.gov

### License Requirements

(916) 928-5805  
Fax (916) 419-7585  
lrb@dfg.ca.gov

### VISIT OUR WEB SITE AT:

[www.dfg.ca.gov/licensing/index.html](http://www.dfg.ca.gov/licensing/index.html)

### CalTIP

Report poaching or polluting incidents  
(888) DFG-CALTIP or (888) 334-2258

## 2009/2010 INITIAL ORDER OF WATERFOWL HUNTING ITEMS

Enclosed is your initial shipment of 2009/2010 waterfowl hunting items. Consignment account initial orders are based on your reported sales from the prior year. To order additional items, the License Agent Order Form is available online at: [www.dfg.ca.gov/licensing/agent/agents.html](http://www.dfg.ca.gov/licensing/agent/agents.html).

### Holiday & Furlough Schedule

DFG offices will be closed on the first, second, and third Friday of every month due to Executive Order S-13-09, and the following State holidays:

September 7, 2009  
November 27, 2009

November 11, 2009  
December 25, 2009

November 26, 2009

Please plan accordingly and allow a minimum of 15 business days for delivery of a license order.

### Ordering License Items

License items can only be ordered through the Department of Fish and Game's (DFG) License and Revenue Branch (LRB) License Agent Order Desk. License Agents must not obtain license items from any other agent (DFG license sales offices or another License Agent).

### Delivery of License Orders

The DFG uses Federal Express (FedEx) to ship license orders. The COD fee for FedEx is **\$9.00**. Please remember to make all checks and money orders payable to DFG, and include your agent account and order ID numbers.

### Check Your Shipments Carefully!

Please check all shipments for discrepancies (i.e. missing or defective books, extra books not listed on the shipping reports, etc). If any exist, notify the License Agent Compliance Unit within five business days of receipt. Claims for missing license items will only be considered if reported in writing within five business days of receipt.

### Undelivered License Shipments

If you do not receive your shipments within 15 business days after an order was placed, contact the DFG's License Agent Compliance Unit immediately to report a lost shipment. Shipments reported lost after six months cannot be verified and no adjustments will be made to an agent's account.

### 2009 Waterfowl, Upland Game Bird & State and Federal Hunting Area Regulations

On August 6, 2009, the Fish and Game Commission (FGC) adopted the 2009/2010 waterfowl hunting season and regulations. If printed, regulation booklets will be distributed to license agents in September. Complete hunting regulations will be available on the DFG web site at: [www.dfg.ca.gov/regulations/](http://www.dfg.ca.gov/regulations/).

### Return of Expired Inventory

2008/2009 hunting items expired on June 30, 2009. The last day to receive credit for these items is December 30, 2009. If you haven't already, please complete the appropriate report form and return all expired inventory to the LRB as soon as possible.



### **Dove Season Opens September 1**

Dove hunting is very popular in California. Approximately 100,000 hunters pursue doves in California each year. Order hunting licenses and upland game bird stamps to guarantee you will have enough inventory on hand to license hunters for the dove opener.

### **Make Sure Your Customers Are Not Left Out**

To ensure your customers have sufficient time to apply for reservations to hunt on State-operated wildlife areas during the upcoming waterfowl season, you may start selling **immediately** once your shipment of 2009/2010 waterfowl items is verified.

### **2009/2010 Reservation Application Process**

All applications to hunt at State-operated wildlife areas must be received at the DFG's LRB at least 17 days prior to the shoot date; late applications will be disqualified. Hunters must provide their 2009/2010 hunting license number and driver's license number or DMV ID number on the applications.

Hunters have three options to choose from when applying for reservations:

- **One-Choice Application - \$1.30**

Hunters may apply for any available shoot date and area. There is no limit on the number of One-Choice Applications a hunter may purchase and they are available from license agents and DFG license sales offices.

- **Five-Choice Application - \$6.55**

Hunters may apply for five areas on different shoot dates; or five shoot dates for the same area; or any combination thereof. There is no limit on the number of Five-Choice Applications a hunter may purchase and they are available from license agents and DFG license sales offices.

- **Season-Long Application - \$1.25 (per hunt)**

Hunters may apply for every available Saturday, Sunday, and/or Wednesday shoot date, for any Type A State-operated wildlife area. Hunters who participated in the 2008/2009 waterfowl reservation drawings will be mailed a season-long application in early September. Additional season-long applications are available online at: [www.dfg.ca.gov/licensing/hunting/hunting.html](http://www.dfg.ca.gov/licensing/hunting/hunting.html).

Successful applicants will receive a reservation post card which they can take to the wildlife area for admission. Hunters who receive reservations must purchase one of the following hunting area passes for admittance to the area: Type A Hunting Area One-Day Entry Permit (available at Wildlife Areas Only), Two-Day Type A Hunting Area Pass, Type A Hunting Area Season Pass, or Type B Hunting Area Season Pass. Hunting area passes are available from license agents and DFG license sales offices.

### **Hunter Education**

There are no age restrictions for hunter education classes but most instructors set a minimum age requirement of 10 years of age. Classes include at least 10 hours of instruction in a wide range of topics. For information on upcoming classes, or to take a hunter education course online, customers should be directed to contact their DFG Regional Office or visit the DFG web site at: [www.dfg.ca.gov/huntered/](http://www.dfg.ca.gov/huntered/).

### **Hunter Education Instructors**

The DFG is in search of bilingual Hunter Education Instructors. To become a hunter education instructor, all applicants must meet the following criteria:

- At least 18 years of age
- Cannot have been convicted of any felony
- Successfully complete the hunter education course prior to submitting an application
- Submit an application, fingerprints, and background investigation information
- Complete a course of study prior to taking a supervised examination covering the basic topics of hunter education

Upon successful completion of the application and initial screening, the applicant is certified and issued an instructor's identification card and start-up kit. An applicant may be required to student teach under the direction of an experienced instructor prior to teaching classes on their own.

If interested in becoming a Hunter Education Instructor or to request an application form, contact your DFG Regional Coordinator by visiting our web site at: [www.dfg.ca.gov/huntered/instructors](http://www.dfg.ca.gov/huntered/instructors).

### **Important License Sales Reminders**

Please remind license sales staff to read the instructions on the license books prior to issuing license items. License Agents are responsible for ensuring that all licenses are sold and issued correctly. Questions regarding license requirements, issuing items, or reporting license sales should be directed to the DFG's License Agent Compliance Unit.

### **Proof of Hunter Education**

All applicants must show evidence of hunter education prior to obtaining a California hunting license. License Agents are required to document the hunter education on the inside cover of the hunting license book. Declarations that are accepted as proof of hunter education must be stapled to the hunting license book from which the hunting license was issued. Please refer to the inside back cover of the hunting license books for acceptable proofs of hunter education.

### **Hunting License Requirements**

By law, you cannot issue a blank license. Before issuing a hunting license, you must enter the date issued, the name, residence address, date of birth, and physical description. When someone buys a license for another person, you must write the licensee's name and residence address before issuing the license. The license is not valid until completed and signed by the licensee. (Sections 705 and 707, Title 14, California Code of Regulations).

### Hunter Survey

The DFG needs assistance in managing California's diverse hunting programs. Please record the name, date of birth, and address, of one hunter per hunting license book on the stub attached to the hunting license book cover. Licensee information is provided to DFG biologists to conduct surveys. This allows the DFG to more accurately estimate hunter effort and harvest rates to help effectively manage hunting programs.

Hunter participation is voluntary and all personal information provided by the hunter is considered confidential and will only be used to contact hunters to conduct hunting surveys.

### Harvest Information Program (HIP) Survey

License Agents are required to ask all hunting license applicants if they plan on hunting migratory game birds. Hunters, who answer "yes", must complete a HIP form and you must affix a HIP stamp to the back of the applicant's hunting license. Persons hunting migratory game birds without a HIP stamp may be cited. The following are considered migratory game birds:

All Ducks	Dove
Band-tailed Pigeon	Gallinules
Brant	Geese
Coots	Snipe

### Mailing Completed HIP Forms

Completed HIP forms must be mailed to the US Fish and Wildlife Service (USFWS) every two weeks in the envelopes provided by the DFG. **DO NOT** use the envelopes to mail sales reports to the DFG; you will be held accountable for the late sales reports and may be subject to penalty and interest.

### California Duck and Upland Game Bird Stamps Not Required for Junior Hunters

Any person hunting under the authority of a Junior Hunting License is not required to purchase a California Duck Stamp or an Upland Game Bird Stamp to hunt waterfowl or upland game birds (Sections 3682 and 3700, Fish and Game Code).

### Federal Duck Stamp Requirement

All migratory game bird hunters who are over 16 years of age must purchase a Federal Duck Stamp. The front of the Federal Duck Stamp must be signed to be valid. If a hunter already has a Federal Duck Stamp affixed to a license (i.e. annual, two-day or out of state), they are not required to purchase another Federal Duck Stamp; they must carry the other license with the affixed signed stamp while hunting.

### Stamps for Collectors

A hunting license is not required and there is no limit on the number of California Duck and Upland Game Bird Stamps a person may purchase.

### Inventory Management

License Agents are responsible for the license items on their account. If an error occurs, license agents may be required to provide documentation (i.e. copies of reports, postal confirmation, payments, etc.) to substantiate the discrepancy.

### Internet License Sales

The DFG's Internet Bridge Project (IBP) was successfully launched on May 26, 2009. Customers now have the capability to purchase select sport fishing items online through our web site at: [www.dfg.ca.gov/licensing/ols/intro.html](http://www.dfg.ca.gov/licensing/ols/intro.html). For purpose of customer recognition, IBP has been renamed to E-License. License Agent should refer to the License Agent Manual for samples of the Internet licenses and for the sales restrictions that pertain to Internet documents. At this time, hunting entitlements are not available for purchase online.

### Automated License Data System

The Automated License Data System (ALDS) project also known as point-of-sale is on schedule with deployment planned for November 2010. We are incessantly working on the systems design and development to deliver a quality system that streamlines the license process.

In the coming months, the DFG will provide a project update with information on the upcoming phases of the ALDS project. For the most current ALDS project information including a section of Common Questions & Answers specific to License Agents, please visit our web site at: [www.dfg.ca.gov/licensing/automatedlicensesystem/introduction.html](http://www.dfg.ca.gov/licensing/automatedlicensesystem/introduction.html).

### Just a Reminder...

- ✓ Remember to draw a solid blue line on each unsold license item that is being returned to the DFG.
- ✓ Check your license inventory often and allow 15 business days for delivery of license orders.
- ✓ Walk-in business for License Agents including picking up license orders and dropping off sales report is not available.
- ✓ Fill and print report forms, fee posters, order forms, and other valuable information are available online at: [www.dfg.ca.gov/licensing/agents/agents.html](http://www.dfg.ca.gov/licensing/agents/agents.html).
- ✓ When placing a license order on the License Agent Order Desk voice mail system, please speak slowly and clearly and leave your name, business name, account number and telephone number with area code.
- ✓ Questions regarding your agent account should be directed to the DFG's License Agent Compliance Unit, by telephone at (916) 928-5978 or (916) 928-5979 or email [agent@dfg.ca.gov](mailto:agent@dfg.ca.gov).
- ✓ For information about other DFG programs or regulations, visit the DFG web site at: [www.dfg.ca.gov](http://www.dfg.ca.gov).

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**PLEASE SHARE THE INFORMATION IN THIS NEWSLETTER WITH YOUR EMPLOYEES TO HELP BETTER SERVE YOUR CUSTOMERS.**

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## 2009/2010 Waterfowl Hunting Items & Fees

Valid July 1, 2009 through June 30, 2010  
\*Fees include 5% License Agent Handling Fee

<b>Hunting Licenses</b> – Required to take any bird or mammal.	<b>FEE*</b>
• <b>Junior</b> (Resident/Nonresident under 16 years of age).....	<b>\$10.75</b>
• <b>Resident</b> .....	<b>\$41.20</b>
• <b>Nonresident</b> .....	<b>\$143.35</b>
• <b>Two-Day Nonresident</b> (Small Game Only) .....	<b>\$41.20</b>
• <b>Duplicate Hunting License</b> (Annual license Only) .....	<b>\$9.20</b>

**Upland Game Bird Stamp** – Required for any person taking upland game bird species, **excluding** junior hunters hunting under the authority of a junior hunting license ..... **\$8.40**

**California Duck Stamp** – Required for any person taking ducks, geese, or brant, **excluding** junior hunters hunting under the authority of a junior hunting license ..... **\$17.85**

**Harvest Information Program (HIP) Stamp** – Required for any person taking migratory game birds (duck, dove, band-tailed pigeon, brant, coots, gallinules, geese, and snipe) ..... **FREE**

**One-Choice Reservation Application** – Allows a licensed hunter to submit one hunt choice for a reservation drawing to hunt on a State-operated Wildlife Area ..... **\$1.30**

**Five-Choice Reservation Application** – Allows a licensed hunter to submit five hunt choices for a reservation drawing to hunt on a State-operated Wildlife Area ..... **\$6.55**

**Hunting Area Passes** – Required for any person **16 years of age or older** to hunt during legal waterfowl and pheasant hunting season on authorized hunt days. Allows bearer(s) access to State-operated Wildlife Areas if space is available, without further payment of any daily hunting fee.

- **Two-Day Type A Hunting Area Pass** – May be used by one person for any two authorized shoot days; or by two persons on any one authorized shoot day for any Type A State-operated Wildlife Area ..... **\$29.95**
- **Type A Hunting Area Season Pass** – Unlimited season access to Type A and Type B State-operated Wildlife Areas ..... **\$138.85**
- **Type B Hunting Area Season Pass** – Unlimited season access to Type B State-operated Wildlife Areas ..... **\$46.20**



### AUTHORIZED LICENSE AGENT

**To Report Hunting, Fishing, or Pollution Violations Call 1-888-DFG-CALTIP (1-888-334-2258).**

Your license purchase supports conservation and management of California's wildlife.

[www.dfg.ca.gov](http://www.dfg.ca.gov)